

# Limited Term Positions

## GRANT COUNTY - SHERIFF'S DEPARTMENT

\$12.12 per hour

The Grant County Sheriff's Department is recruiting for the following limited term positions: [Female Jailer](#), [Male Jailer](#), and [Dispatcher](#). These positions fill in for regular full-time staff out on leaves, vacations, etc. Must be able to work any shift, weekends or holidays.

[A Grant County application for employment](#), minimum requirements, and job descriptions may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or the Grant County Personnel Department (608)723-2540. Application must be on file, completely filled in, no later than 4:00 p.m. on March 10, 2010 to:

**Grant County Personnel**  
111 S. Jefferson St.  
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Jailer

**DEPARTMENT/ AGENCY:** Sheriff

**IMMEDIATE SUPERVISOR:** Jail Administrator

**PAY RANGE:** Union Scale - WPPA

**FLSA:** Non-exempt

### **NATURE OF WORK**

These positions perform a variety of duties connected with the operation of the County Jail.

### **MINIMUM QUALIFICATIONS**

#### Education:

- Graduation from high school or high school equivalency diploma
- Basic computer concepts
- Training in Corrections or Criminal Justice desirable
- State of Wisconsin Jailer Certification preferred
- Possession of a valid Wisconsin driver's license at time of appointment and during incumbency required

#### Experience:

- Experience in the direct custody of adult inmates desirable

#### Note:

- All appointees must successfully complete 120 hours of certification and 24 hours of annual inservice training as required by the Law Enforcement Standards Board.
- Equivalent combinations of job related education and experience may be considered

#### Knowledge, Skills and Abilities:

- Skill in reading and comprehending written materials
- Oral and written communication skills
- Ability to enter data in computer system
- Ability to gain the respect and control the behavior of inmates
- Ability to take prompt and decisive action in emergency situations
- Ability to restrain combative inmates
- Skill in self-defense
- Ability to maintain a positive attitude and emotional control
- Ability to follow work procedures and rules
- Ability to work in a confined area for an extended period of time
- Ability to spell and write legibly
- Ability to work effectively and harmoniously with others

### **ESSENTIAL FUNCTIONS**

#### Under general direction

- Maintain care and custody of male or female prisoners
- Book, search, strip and bodily examine inmates and check their clothing and possessions
- Maintain proper security including patrol duty and periodic counts of inmates
- Maintain proper order and decorum among prisoners
- Physically restrain combative inmates

- See that inmates follow proper procedures as to personal hygiene
- Administer first aid and assist in dispensing medications and in performing elementary nursing tasks
- Ensure that the quarters of inmates and the areas for which they are responsible are kept in a safe and sanitary condition
- Issue supplies to inmates
- Assist with the dispensing of food
- Check incoming and outgoing mail
- Supervise work details of inmates in their quarters or other areas
- Report infractions of rules and unusual occurrences
- Prepare inmates for court and for release
- Convey or assist in the conveyance of inmates to any destination
- Supervise inmate visitations
- Verify employment and maintain employment and financial records of Huber prisoners
- Keep records and prepare reports
- Perform such other duties as may be assigned
- AVAILABILITY TO WORK ANY SHIFT, WEEKENDS AND HOLIDAYS REQUIRED

### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed according to prescribed methods and procedures.

### **SUPERVISION EXERCISED**

May supervise part-time and/or limited term positions.

### **ENVIRONMENTAL FACTORS**

Exposure to violence, noise, and uncomfortable conditions as may be found in a jail environment. Restrain combative inmates as necessary. Dexterity in moving, picking up objects and operating office equipment is required.

### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/23/06

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Dispatcher

**DEPARTMENT/ AGENCY:** Sheriff Department

**IMMEDIATE SUPERVISOR:** Lead Dispatcher, Captain and Duty Sergeant

**PAY RANGE:** Union Scale - WPPA

**FLSA:** Non-exempt

### **NATURE OF WORK**

This position performs a variety of duties connected with the operation of Sheriff's Department Communications Center and the County Jail.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

- Graduation from high school or high school equivalency diploma
- Technical training in telecommunications / radio preferred
- Possession of an associates degree in police science desirable

#### **Experience:**

- Experience in law enforcement radio or telephone communications dispatching preferred
- Ability to type 35 words per minute desirable

#### **Note:**

- All appointees must successfully complete the Transaction Information Management Enforcement (T.I.M.E.) systems training during the probationary period
- Equivalent combinations of job related education and experience may be considered

#### **Knowledge, Skills and Abilities:**

- Knowledge of the boundaries of Grant County
- Knowledge of Grant County roads and highways
- Knowledge of Microsoft office products
- Ability to receive and transmit calls accurately
- Ability to operate a radio network and phone director
- Ability to handle emergency calls quickly and efficiently
- Ability to work under pressure
- Typing ability
- Ability to do mathematical computations
- Ability to learn abstract codes needed to query computers via terminals
- Ability to speak with a clear and distinct voice
- Ability to work in a confined area for an extended period of time
- Ability to spell and write legibly
- Ability to work effectively and harmoniously with others

### **ESSENTIAL FUNCTIONS**

#### **Under direction**

- Receive and transmit orders and information to law enforcement, security, emergency, ambulance, health care, firefighting, highway maintenance and/or other organizations
- Establish and maintain radio communications between department staff and emergency field units
- Maintain records and prepare reports

- Process complaints, reports of accidents or violations and refer to proper authorities
- Receive state and federal civil defense calls and relay information to appropriate municipality
- Perform daily testing of communications and other electronic monitoring equipment
- Operate the Transaction Information Management Enforcement (T.I.M.E.) system
- Respond to emergency situations in the law enforcement center
- Perform jailer duties when necessary
- Perform such other duties as may be assigned
- AVAILABILITY TO WORK ANY SHIFT, WEEKENDS OR HOLIDAYS IS REQUIRED

#### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed according to prescribed methods and procedures.

#### **SUPERVISION EXERCISED**

None

#### **ENVIRONMENTAL FACTORS**

Work in general office setting. Requires extended periods of time entering and retrieving information on a computer. Dexterity in moving, picking up objects and operating office equipment is required.

#### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 5/18/09